Isle of Anglesey County Council
Job Description

Job Title: Homecarer

Post Number:

Directorate: Social Services Department

Service Unit: Internal Provider - Domiciliary Care

Grade:

Overall Job Purpose
To provide personal care in a holistic manner by assisting, enabling, maintaining and looking after the general wellbeing of vulnerable people in their own home, according to their assessed need, helping them to maintain their dignity and independence, and where necessary, provide support to their formal carers. There should be ongoing communication with all relevant professionals and a commitment to partnership working between Health, Social Work and other agencies in providing community care.

General: *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*

To be available to provide service to service users throughout the Island which will be coordinated through the Home Care Electronic System.

Principal Accountabilities / Key Tasks
As a Home Carer for Isle of Anglesey County Council, you should be able to carry out all the following duties while always respecting the individuals you work with in a professional manner.

1. To assist/enable service users with washing, bathing, personal hygiene, dressing, toileting, continence care and meal preparation.

2.To provide personal and practical care services for people with a wide range of illnesses and disabilities

3. To assist/enable service users to acquire mobility skills and transferring safely.

4. To assist/enable service users with cleaning, laundry, shopping and other household duties.

5. To assist/enable and support service users to comply with their prescribed medication and to maintain records as required.

6.To help care for service users who are dying.

7. To work in accordance with the Care Plan through on-going discussion with, and under direction of the Domiciliary Care Manager and a variety of professional staff, and to assist with rehabilitation programmes and promote independence by enabling, maintaining, improving and maximising the individual's functioning.
8. To observe, record and report any factors that may prevent risk or deterioration in the functioning of the service user.

9. To ensure all records of care are written legibly and accurately.

10. To work in accordance to the Authority's policies, procedures, health and safety guidelines and any other current legislation.

11.To carry out accurately, and in a competent manner, instructions from managers and supervisors, adhering to the care plans of individual service users.

12.To report and record any accident or incident which may occur – no matter how minor, whether to the service user or carer.

13.To report back to the manager(s) or supervisor(s) on any aspect of the service user's care which, in the view of the care/support worker, warrants investigation or urgent action.

14.To report immediately to management any noticeable changes in health, behaviour or circumstances of service users – maintaining the service user's right to privacy and confidentiality.

15. To attend supervision, appraisals, team meetings and training as required.

16.To advise supervisors and/or managers of any ideas which might enhance or improve the level of service delivered to service users.

17.To perform such other duties as may reasonably be required.

18. To maintain confidentiality.

19. To submit timesheets, expense claims and reports at times requested.

20. To report any absence from work, planned or un-planned, as soon as possible to Service Delivery Officer.

21. To provide cover for other staff if they are absent from work.

22. To respond to Out of Hours emergency calls.

23. To participate in induction and foundation training and regular in-service training programmes as directed by managers or supervisors.

Position in the Organisation:

Reports to Service Delivery Manager / Home Care Area Manager

Responsible for:

Staff supervised
None

Financial Resources

Level: A,B or C? Indicative Value £

Physical Resources

Land and buildings - No./area	Value £
Plant / Vehicles / Equipment – No	Value £
Information Systems – No./volume:	Value £

Language Requirements:

Post is Welsh ESSENTIAL (also see Welsh Language Skills – post assessment)

Welsh Language Skills (Please see the skills framework attached)						
Listening and Speaking (Tick One)	**Level 0** ☐	**Level 1** ☐	**Level 2** ☐	**Level 3** ☑	**Level 4** ☐	**Level 5** ☐
Reading (Tick One)	**Level 0** ☐	**Level 1** ☐	**Level 2** ☐	**Level 3** ☑	**Level 4** ☐	**Level 5** ☐
Speaking (Tick One)	**Level 0** ☐	**Level 1** ☐	**Level 2** ☐	**Level 3** ☑	**Level 4** ☐	**Level 5** ☐
Writing (Tick One)	**Level 0** ☐	**Level 1** ☐	**Level 2** ☐	**Level 3** ☑	**Level 4** ☐	**Level 5** ☐
English Language Skills (Please see the skills framework attached)						
Listening and Speaking (Tick One)	**Level 0** ☐	**Level 1** ☐	**Level 2** ☐	**Level 3** ☐	**Level 4** ☐	**Level 5** ☑
Reading (Tick One)	**Level 0** ☐	**Level 1** ☐	**Level 2** ☐	**Level 3** ☐	**Level 4** ☐	**Level 5** ☑
Speaking (Tick One)	**Level 0** ☐	**Level 1** ☐	**Level 2** ☐	**Level 3** ☐	**Level 4** ☐	**Level 5** ☑
Writing (Tick One)	**Level 0** ☐	**Level 1** ☐	**Level 2** ☐	**Level 3** ☐	**Level 4** ☑	**Level 5** ☐

Working Arrangements and Conditions:

Working week: Any 5 out of 7, Monday – Sunday

Contracted hours: Variable hours

Spread: Any 5 days out of 7 including evenings and weekends

Identified work base: Island wide**.**

Normal work location
☐ Normally office based
☐ Office based but with some site / home / meeting visits
☒ Travelling Officer role with occasional visits to identified work base

Business Travel
☐ Little or no business travel
☒ Some business travel. Postholder provides own vehicle
☐ Some business travel. Council vehicle provided to postholder
☐ Postholder employed as driver / required to operate specialist machinery

Exposure to disagreeable working conditions

Environmental
☐ Minimal / normal office environment
☒ Some
☐ Significant

Aggressive / difficult clients
☐ Minimal
☒ Some
☐ Significant

Other Conditions:

DBS check required
☒ Enhanced
☐ Standard
☐ Not applicable

Work Flexibilities / Restrictions

Politically Restricted Post:
☐ Yes
☒ No

Home / Mobile Phone provided:
☒ Yes
☐ No

Protective Clothing provided:
☒ Yes
☐ No

Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the postholder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: 01/09/2014

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Person Specification

1. Education and Training

The minimum educational requirements/professional or vocational qualifications for the post.

- **Essential**
- Willing to work towards QCF Level 3 in Care

1.2 Desirable

- NVQ Level 2 in Care / QCF Level 3 in Care
- First Aid
- Food Hygiene
- POVA
- Manual Handling

Any specific training required for the post Incl. Certification.

1.3 Essential

- Foundation Training
- Induction Programme
- Value Base of Care
- NVQ Level 2

1.4 Desirable

2. Key Competence Requirements

Job related knowledge Critical for effective performance.

2.1 Essential

- Understanding of Domiciliary Care Principles
- Basic understanding of Health and safety Issues.

2.2 Desirable

2.2.1

Specific skills critical for effective performance

2.3 Essential

- Awareness and ability to observe and react to the changing circumstances of individuals.
- Good communication skills both written and oral.
- Able to deal calmly with emergency situations.

- Able to work as a member of a team.
- Understanding the importance of maintaining confidentiality at all times.

2.4 Desirable

Managerial skills critical for effective performance.

2.5 Essential

- Ability to deal sensitively and effectively with problems raised by service users.

2.6 Desirable

2.6.1

3. Personal Attributes

Personal values and characteristics which should be demonstrated in performing the duties of the post.

3.1 Essential

- Sympathetic towards the needs of service users.
- An empathy with persons with more complex needs.
- Able to use own initiative and work unsupervised.
- An awareness of anti-discriminatory practice in the care environment.
- Pleasant manner, smart appearance

3.2 Desirable

3.2.1

4. Personal Circumstances

Job demands which, if not met, could constrain effective performance in post.

4.1 Essential

- The post holder must hold a full current driving licience with the appropriate business user insurance cover and must have access to a car.
- An enhanced DBS is essential.

4.2 Desirable

4.2.1